

2. The custodian shall clean the blackboards and erasers weekly, as a general rule, although special rooms will need to have the boards and erasers cleaned more often.
3. The custodian shall keep the floors clean and treated or polished.
4. The custodian shall see that vomited matter upon the floor or furniture is removed immediately.
5. The custodian shall remove all chalk and pencil marks as soon as found, always being on the lookout for the culprit so that prompt report may be made to the principal.
6. The custodian shall keep drains clean and open.
7. The custodian shall wash immediately the desks of pupils who have contagious disease.

C. Vacation Duties

1. The custodian shall use the school vacation time as a period in which to give the buildings those thorough cleaning touches which may have been overlooked during the rush of school.
2. The custodian shall thoroughly clean the entire buildings, including the store rooms.
3. The custodian shall clean and polish or properly treat floors.
4. The custodian shall make a complete check of the school plant and equipment to determine needed repairs.

D. Repair and Maintenance

1. The custodian shall make minor repairs to furniture and equipment such as:
  - a. Replace broken glass in windows, cases, cupboards, etc.
  - b. Replace window cords where needed.
  - c. Keep shades attached to rollers

The custodian shall as often as necessary thoroughly inspect all parts of the building and premises in order that he may be familiar with the physical condition thereof and know that they are in fit condition for use.

The custodian shall each morning inspect the building and see that it is ready for use; especially shall he see that all entrance and exit doors and gates are in good working order. All windows, doors, and gates leading to the fire escapes shall be inspected and left unfastened so that they may be readily opened at all times while the building is being occupied.

The custodian shall see that toilet paper and towels are kept in proper holders at all times.

The custodian shall see that walls, woodwork, etc., are not defaced. Any violation, such as driving nails, tacks, etc., must be reported immediately to the principal, or the custodian shall be considered personally responsible.

The custodian shall see that all window shades are properly adjusted. Before school begins in the morning, shades should be rolled so as to expose the entire glass surface except those windows which will receive the direct rays of the sun in the early morning or for which special instructions have been given.

The custodian shall inspect the building each night before leaving to see that all lights and water faucets are turned off, all windows and doors locked, and that no strangers or others are left in the building, except those who have permission from the principal, and that a method of exit is accessible.